



**JOB TITLE:** Animal Management Instructor

**GRADE:** Scale H

**SALARY:** £28,471.35 to £31,344.86 for 40 hours (£26,336 to £28,994 FTE)

**HOURS:** 40

**REPORTS TO:** Deputy Education Manager

**CAMPUS:** BCA

**JOB PURPOSE:**

To enhance and develop the learning experiences and potential of a range of students' by improving practical competence, knowledge and understanding whilst maintaining the highest of professional standards in animal welfare and contributing to the daily care of the animals on the centre.

**SPECIFIC DUTIES:**

1. To demonstrate, instruct and assess learners undertaking courses within the animal management curriculum including the instruction and assessment of students and apprentices.
2. Undertake supervision of students on the Animal Centre during their duties and practical tasks and lead on the development, monitoring and assessment of practical skills development of learners.
3. Support lecturers and technicians to deliver a range of units and professional development sessions as part of the Animal Management curriculum and support lecturers with the planning and assessment of these lessons.
4. To assist with the management of the range of species housed at the Animal Centre inclusive of daily husbandry task across all sections when required
5. To ensure that the welfare of animals is maintained to high standards at all times.
6. To undertake administrative responsibilities for student groups as directed by the Head of Department/Deputy Animal Centre Manager including the maintenance of personal assessment records, individual learner plans (ILP's) and guidance and the collation and recording of students' progress and attendance on the Animal Centre and associated areas.
7. Coordinate and induct work placement students on the centre put together effective placement schedules for learners.
8. To carry out routine animal tasks and work on the college Animal Centre under the direction of the Centre Manager in college holiday periods, weekends or during other times when instruction/direct student contact is not required.
9. To assist on open days and with the preparation and conduct of animal management events.
10. To always maintain safe-working practices and ensure College regulations and health and safety procedures are maintained.
11. To assist in the continuing development of the animal management curriculum and the Animal Centre to meet College objectives and industry standards to drive forward the progression of the Centre and department
12. To work with the curriculum team on effective curriculum planning and sequencing for the delivery of practical elements of the course.



13. Adhere to all Animal Management Centre procedures, protocols and risk assessments and maintain accurate and up to date animal records using ZIMS and other record keeping methods, where necessary.

### **COMMON RESPONSIBILITIES:**

In addition to the specific tasks which distinguish one job from another and the terms and conditions in contracts of employment, all staff have common responsibilities which are also integral to their terms of employment. These are as follows:

1. To perform your responsibilities to a high level of professional and personal competence, maintaining a high standard of effectiveness and quality in all aspects of your work.
2. Provide cover in the case of absence across the whole of the animal centre.
3. To engage in training and development as required and, through CPD, ensure you keep up to date with relevant industry and academic development.
4. Travelling and working away from normal base as may be required from time to time
5. Conduct yourself whilst undertaking college duties within the parameters of the Group's values.
6. Ensure compliance with, and implementation of, all College policies and procedures with particular reference, but not exclusively, to Equality and Diversity, Health and Safety, Every Child Matters and those specific to the Animal Centre.
7. Promote a teaching, learning and working environment that is professional and free from discrimination, harassment and bullying and where all students and staff feel safe to express their individuality.
8. To dress appropriately to maintain standards in personal presentation, tidiness and safety.
9. Any other duties commensurate with the level of responsibility within the Group.

This job description is current as at the date shown below. In consultation with you, it is liable to variation to reflect changes in the job.

### **NOTE**

This post is not exempt from the Rehabilitation of Offenders Act 1974. For further details on our policy on the Recruitment of Ex-Offenders can be found [here](#).

## PERSON SPECIFICATION - Animal Management Instructor

	Essential	Desirable	Evidence Source
<b>Educational &amp; Professional Qualifications</b>			
To hold a recognised qualification in an area of specialism relevant to this role	X		AF
L4 teaching qualification (or willingness to work towards achievement within an agreed time frame)	X		AF
Assessor qualification (or willingness to work towards achievement within an agreed time frame)		X	AF
L2 in English	X		AF
L2 in Maths	X		AF
<b>Experience, Skills, Knowledge &amp; Abilities</b>			
To possess strong practical skills and be able to comfortably work across Zoo, Ectotherm, Companion and Livestock sections	X		AF/I
Previous relevant demonstrable experience in an accredited/recognised animal organisation	X		AF/I
Ability to plan and deliver effective sessions to develop learners practical skills	X		AF/I
Experience of working with students and staff to support curriculum development and design	X		AF/I
Ability to maintain a well prepared, realistic and safe environment for our learners	X		AF
Demonstrable understanding of the importance and implementation of training and enrichment programmes for animals		X	AF
Able to maintain various professional work-related records	X		AF/I
<b>Personal Qualities</b>			

Ability to use own initiative and work effectively and conscientiously		X	AF/I
To consistently produce a high standard of work	X		AF
Demonstrate a positive and flexible approach to work and tasks to support the work of the wider team	X		AF/I
Ability to communicate effectively, verbally and written, with a wide range of people including adults, young people and external stakeholders	X		AF/I
<b>Other</b>			
Ability to undertake the physical elements of the role effectively i.e. able to lift 20kg in weight, crawl, stoop, bend	X		AF
Understanding of Health & Safety law and policies		X	AF
Understanding of Child Protection Legislation and requirements	X		AF/I
Possession of a driving licence		X	AF
Ability and willingness to work flexibly to meet the needs of the Centre and College, which will involve some weekend work	X		AF

**KEY:**

Evidence of all of the elements marked AF or AF/IV must be present in the application form in order to be shortlisted for an interview

All of the elements marked IV will be assessed at interview.

All of the elements marked AF/IV will also be assessed at interview.

All or some of the elements may be assessed by the Test/Presentation